

BRA/EDIC EMPLOYMENT OPPORTUNITY**PLEASE POST!!**

TITLE: WRITING CENTER COORDINATOR
2 Temporary Contract Positions, Part-Time

JOB POSTING NO. 23-07

POSTING DATE: 8/20/07

EMPLOYMENT STATUS: (Temporary Part-Time Contract Position,
3 days per week, 10 months, Sept'07 - June'08
(Hyde Park Education Complex or West Roxbury Education Complex locations))

DEPT/DIV: WRITEBOSTON/JCS

SUMMARY: Under the direction of the Director of Write Boston, and working closely with staff Writing Coaches, support newly launched Writing Centers at the Hyde Park Education Complex and/or the West Roxbury Education Complex. The Writing Center will support students in grades 9-12. The Writing Center will be operated in collaboration with each Complex's administrative, teaching, and tutorial staffs, the Calderwood Writing Initiative and the Boston Public Schools Office of High School Renewal.

Assist in recruitment of tutors from area colleges in September.

Train and supervise college student tutors; manage tutor payment process

Develop writing pedagogy for tutorial staff and Humanities teaching staff

Manage Center operations, including scheduling, development of instructional materials, and promotion of Center's services

May tutor as needed

Liaise with teachers, headmasters, library staff, and students' families; serve as liaison with administrators in the Office of High School Renewal and Program Officer of the Calderwood Writing Initiative.

Participate in Humanities teachers' professional development

Collect data about Center use; write a year-end report for the schools and funder.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelors degree in Education, with specific training in English Language Arts, Journalism, Writing and/or Communication. Must have 3 - 5 years of teaching experience and outstanding organizational and interpersonal skills. Urban teaching experience is preferred. Must exhibit individual initiative and possess strong problem-solving and organizational skills. Must be able to engage in strategic thinking; be committed to teamwork; and be able to learn Boston Public Schools writing practices and the HPEC schools' curriculum. Must have a commitment to and facility dealing with a diverse community (racial, economic, linguistic, achievement, disability, etc.) of the students and teaching populations

SCHOOLS:**Hyde Park Education Complex (3)**

- *The Community Academy of Science and Health*
- *The Engineering School*
- *Social Justice Academy*

West Roxbury Education Complex (4)

- *Brook Farm Business Academy*
- *Media Communication Technology High School*
- *Parkway Academy of Technology and Health*
- *Urban Science Academy*

RATE OF PAY: \$35.00 per/hr hour for hrs worked No benefits provided
Temporary Contract, Part-Time, 3 days per week for 10 months, Sept 07 – June '08,
Anticipated start date is late Aug. or Sept. 1, 2007

Submit resume/cover letter to: Human Resources, Boston Redevelopment Authority
43 Hawkins Street, Boston MA 02114.
E-Mail: hr.bra@cityofBoston.gov